

City of Roswell
Notice of Resignation



Name: _____

Employee #: _____

Department: _____

SSN: --

I hereby tender this notice of resignation from the employment of the City of Roswell. My last working day will be _____, _____. I agree that this is submitted voluntarily as a free and uncoerced act by myself and further agree that I have no right to withdraw this resignation once it has been delivered to my supervisor or other agent of the City of Roswell.

I understand that I must return the **Personnel Rules and Regulations** and the **Loss Prevention Program** manuals to the Human Resources Office prior to my last working day, if applicable. Failure to do so will result in a cost of \$5.00 per manual (non-refundable) being deducted from my last pay check.

Signature

Date

Accepted:

Signature

Date